

# **How to print your application from your NeoGov Profile**

## **Sign in to your account.**

- To do so click on any position and once the job summery page loads click on the apply button on the right hand side.
- Enter your log in information.

## **Go to your Application Status.**

- Application Status can be reached by clicking on the middle blue tab at the top of the page once you are logged into your account.
- The Application Status page will contain a record of all the positions you have applied for in the past. You will need to locate the position you need to print off.

## **Click on the View Link**

- Once you locate the position you need to print off you will need to click on the **view** link on the same line with the position name. Do not click on the position link that will only take you to the job information page.
- Once you click on the view link your application will load. There will be a link at the top that says "click for printable version." You will click on that link and once that page loads you are ready to print.